

Position Summary

The accountant assists to ensure accurate, reliable and timely delivery of financial information. The position will process and maintain accounting records for accounts payable and payroll management. This role requires assessing vendor invoices, processing payments and posting to the general ledger. The accountant will work with designated PEO partner and be responsible for compiling, processing and maintaining payroll records. This position will assist in maintaining the general ledger and preparing financial analysis and reporting.

This position will report to the Director of Accounting and Finance.

Core Duties and Responsibilities

1. Process accounts payable, to include stipends, support payments, training expenses and operations.
2. Manage PEO partner and process semi-monthly payroll.
3. Prepare and maintain payroll and personnel files.
4. Maintain the job cost module in ABILA (MIP).
5. Reconcile general ledger accounts.
6. Log and deposit daily cash receipts.
7. Assist with funder reporting.
8. Prepare 1099s.
9. Prepare ACH and physical check transactions.
10. Perform other duties as assigned.

## Accountant Job Description

### Expectations and Requirements

The accountant position will be expected to embrace and demonstrate the core values of the Project QUEST cultural concept of ADEPT (Accountable, Dependable, Excellence, Professional and Teamwork).

The accountant position will be required to learn the core business systems of Apricot (participant database), Abila (accounting database) and PVault (document management system). In addition, learning the contractual reporting requirements for each funding source will be expected.

### Minimum Qualifications

- 2+ years of experience in Accounting, Finance, Business or Office Management
- Associate's degree or equivalent experience in the Accounting/Finance profession
- Experience working with Microsoft Office 365 (Excel, Power point, Teams)
- Experience with Adobe Pro
- Ability to analyze, synthesize and communicate information in a compelling manner
- Ability to process high volume transactional work with a high degree of accuracy

### Preferred Qualifications

- 5+ years of demonstrated experience with 2 years of Accounting/Finance
- Bachelor's Degree in Accounting, Finance, Business, Statistics, or Math
- Prior Public Administration or Non-profit Accounting/Finance experience
- Expert working knowledge of Microsoft Office 365 suite of products
- Expert working knowledge of Adobe Pro
- Experience with Accounting Management (ex: MIP ABILA) or Document Management Systems (ex: PVAULT)

### Compensation and Benefits

- Base Pay - \$42K+ (higher qualifications could merit higher base pay)
- Excellent Healthcare benefits including 401K
- Generous PTO and Paid Holidays
- Flexible work schedule
- Career growth opportunities
- Mission-driven organization